



CITY OF LEESBURG HISTORIC DISTRICT APPLICATION FORM

Please type or print legibly (use blue or black ink). All blanks must be complete. Use N/A where not applicable.

Application Date: _____

Property Owner's Name					
Property Street Address					
City		State		Zip	
Contact Phone		Fax Number			
Cell Phone		E-mail Address			

Petitioner's Name					
Mailing Address					
City		State		Zip	
Contact Phone		Fax Number			
Cell Phone		E-mail Address			

Agent's Name					
Mailing Address					
City		State		Zip	
Contact Phone		Fax Number			
Cell Phone		E-mail Address			

TYPE OF REQUEST

Exterior Alternation of Building / Structure		Yes		No	
New Construction		Yes		No	
Relocation		Yes		No	
Demolition (see below)		Yes		No	
Alteration of an Archaeological Site		Yes		No	
Other:					

PROPERTY INFORMATION

General location of the property is:						
Size of Property		+ / - Square Feet		+ / - Acres		
Existing Zoning						
Property Served by	Central Water & Sewer		Yes		No	
	Well & Septic		Yes		No	

Number of Existing Structures on Property	
Present Use Structure #1	
Present Use Structure #2	
Present Use Structure #3	

Details of the proposed change:

Any previous applications filed within last 12 months of subject property?		Yes		No	
If Yes, describe nature of previous request:					

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If Yes, describe nature of previous request:					

Alternate Key #					
Section		Township		Range	
Exact Legal Description for the property MUST be submitted with application					
Copy of Warranty Deed showing ownership of property MUST be submitted with application					

FOR DEMOLITION IN HISTORIC DISTRICT

What is the purpose of the proposed demolition?

What is the purpose use of the property after demolition?

Describe condition of the structure: (Photos Required)

What are the alternatives to demolition? Such as selling the property, relocation, mothballing or partial demo.

Provide evidence that other alternative have been fully explored:

Provide evidence that renovation of the structure has been fully explored:
Include a professional economic and / or structural feasibility study for rehabilitation of the structure.

OFFICIAL USE ONLY			
Historic Preservation Board Meeting Date			
Staff Review Date			
Application has been reviewed and		Approved	
	If approved, any conditions are attached		

City Planner's Signature	Date
Board Chairperson's Signature	Date

PROPERTY OWNER & AGENT AFFIDAVIT*

DATE: _____

Before me, the undersigned authority personally appeared _____ (property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. The said authority desires a HISTORIC DISTRICT REQUEST for _____.
3. That said authority (property owner) has appointed _____ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and being by me duly sworn on oath, deposes and says:
 - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Leesburg, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Leesburg, Florida, and are not returnable.
 - B. That the submittal requirements for the application have been completed and attached hereto as part of that application.
 - C. That the HISTORIC DISTRICT REQUEST sign will be posted, in accordance with Section 25-282 (b)(2) of the City of Leesburg Code of Ordinances, at least ten (10) days prior to the scheduled meeting date at which the case will be considered by the Planning & Zoning Commission and will remain posted until final determination by the City Commission.

PROPERTY OWNER'S SIGNATURE

AGENT'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

STATE OF FLORIDA
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before
me on _____ (date) by

Subscribed and sworn to (or affirmed) before
me on _____ (date) by

(name of affiant, deponent, or other signer).
He/she is personally known to me or has
presented _____
as identification.

(name of affiant, deponent, or other signer).
He/she is personally known to me or has
presented _____
as identification.

NOTARY PUBLIC
SEAL:

NOTARY PUBLIC
SEAL:

***NOTE: PROPERTY OWNER MUST SIGN AFFIDAVIT. WHEN AGENT IS REPRESENTING CASE, BOTH AGENT AND PROPERTY OWNER MUST SIGN AFFIDAVIT.**

CHECKLIST FOR HISTORIC DISTRICT APPLICATION COMPLETION

New Construction , Additions or Extensive Renovation or Repair to Existing Structures				
	Site Plan, illustrating location, with dimensions, required setbacks, landscaping and other site facilities			Drawing, with dimensions, of all affected exterior elevations
	Notes describing materials to be used on exterior, such as walls, roof trim, cornice, windows, etc. (Samples of materials are required)			Detailed drawings or photographs of any decorative architectural details. Such as columns, balustrades, and modillions, etc.
	Paint samples and plan keyed to location of each color to be used			

Photographs of the subject property to be worked on and surrounding buildings are required				
	Subject property photographs			Photographs of surrounding property and buildings

Minor Renovations or Repairs to Existing Buildings, work that entails changes to the exterior of building				
	Elevations			Photographs of each face of the building to be renovated with details of the affected areas

Painting (Commercial Only), Period color schemes are encouraged, however other colors may be acceptable Color samples must be submitted for the following				
	Main body			Trim or decorative features
	Accent areas, such as lattice, shutters, porch deck, etc			

Drives, Fences, Walls, Gates and Swimming Pools				
	Drawing or photograph of the type of fence, wall or gate with height and scale noted			Site plan, with dimensions, illustrating the placement of any proposed change to the property as it relates to property boundaries and all other buildings or other site facilities
	Description of the materials to be used			Paint samples, if the fence, wall or gate is to be painted

Demolition of an Existing Building (see Application for Demolition):				
	Drawings and descriptive material of the proposed new structure and/or site improvements for the site, including a site plan showing the existing above-ground structures, property lines, and how the new building is superimposed onto the site over existing conditions			Current photographs of the building

Signs, Murals, etc.				
	Drawings of the proposed sign illustrating overall size with dimensions, material of signboard and supports, type of lettering and color scheme, and proposed lighting, if any			A site plan of the property illustrating sign location with dimensions
	Submit paint color samples for: Main body Trim or decorative features Letters, logos, designs, etc.			

THE REVIEW PROCESS FOR PROPERTIES WITHIN HISTORIC DISTRICT

A property owner who wishes to physically alter or construct a building within a designated historic district shall have the change reviewed by the City of Leesburg Planning and Zoning Division at 214 N. Fifth Street. A form shall be completed as part of the building permit review process for changes to properties within the historic district.

A review form will not be required for activities not requiring a permit. These activities include ordinary maintenance or painting of historic residential properties. Commercial properties are required to obtain approval for painting. Ordinary maintenance is defined as work to repair or prevent deterioration of a building.

An approval is required for many permitted activities which change the appearance of an existing building as viewed from a public right-of-way. Examples of reviewable activities include but are not limited to changes to roofs, exterior materials, foundations, porches, windows, doors, and ornamentation. New construction in historic districts and demolition and relocation of historic buildings within districts also require the posting of a sign on the property.

Approvals are issued following review by Planning and Zoning staff. Examples include repairs to roofs or exterior siding, foundation enclosures, porch repairs, and location of decks, skylights, and heating, ventilating, air-conditioning equipment, replacement of severely damaged or missing features, additions, demolition and relocation of historic buildings, and new construction. Staff also issues approvals for plans that have been certified for purposes of obtaining federal tax credits or approved by the Bureau of Historic Preservation, Florida Department of State, for purposes of using state or federal loans or grants-in-aid. Denials by staff may be appealed to the Leesburg Historic Preservation Board.

At the request of the owner or at their discretion, the Planning and Zoning staff may also issue non-binding recommendations for certain changes not requiring an approval. Examples of such changes might include landscaping, paint colors for residential properties, and alteration and additions not visible from the street.

How and Where to Apply

To receive a review of historic property changes, a property owner or his or her authorized agent, must complete a City of Leesburg form as part of a building application. The form provides a written description of proposed changes to the building and/or property. Forms are available from the Planning and Zoning Division, 204 N. Fifth Street.

For more complex projects, the applicant may wish to request an opinion of appropriateness before completing more detailed plans. An opinion of appropriateness is a non-binding recommendation from the staff designed to review the general concept of the proposed change and determine if it is appropriate.

Documentation

Documentation supporting the application is also required and will vary depending on the complexity of a project. For projects requiring only staff review, a complete application will generally be limited to the following documentation:

1. A site plan, showing location of the building, its distance from property lines, its orientation, and the names of streets. A survey of the property containing the aforementioned information may be substituted for a site plan. A description and the location of any proposed changes should be marked clearly on the plan.
2. Photographs showing the following views: the building for which changes are proposed together with adjacent buildings; all sides of the subject building visible from the public right-of-way; representative close-up views of significant features or features which will be changed, such as windows, doors, trim, entrances, and balustrades. Photographs shall be color or black and white and at least 3" x 5" in size.
3. A sample or manufacturer's description of a replacement material or feature may also be requested by staff.

For more complex projects involving major alterations, additions, new construction, demolition, and relocation the following additional documentation may be required.

1. Schematic plans with drawings showing all street elevations.
2. For applicants requesting demolition and relocation, the staff will request documentation establishing the reason for removing a building, its significance, and/or any economic hardship caused by retaining the building at its present site (see appendix for more complete description of economic hardship requirements).

Steps in the Review Process

1. Property owner completes form for proposed change located within historic district for review by the Planning and Zoning Division.
2. Planning staff and property owner confer about the proposed changes and preliminarily review request.
3. Planning and Zoning Manager approves or denies application for proposed changes. Owner may appeal denial to the Leesburg Historic Preservation Board or re-submit application with recommended changes.

For projects requiring a major review the following additional steps will be required:

1. Sign posted on property informing public of requested changes.
2. Request granted, granted with modifications, deferred for additional information, or denied by staff within ten (10) days if no written objections stating reasons for objections are received from interested parties.
3. Written objection received and request is scheduled for consideration by Leesburg Historic Preservation Board within ten (10) days.

Major activities requiring posting of sign and possible review by Leesburg Historic Preservation Board

1. New construction and additions to historic building visible from the public right of-way.
2. Major changes to or addition of door and window openings.
3. Demolition of all or part of historic building.
4. Porch, porte-cochere, or garage (visible from the public-right-of-way) enclosure.
5. Relocation of historic building.
6. Roof replacement with material different from existing or change in form.
7. Storefront restoration or replacement.
8. Window replacement which does not match existing type windows.